

POSITION DESCRIPTION (Please Read Instructions on the Back)

1 Agency Position No.
R3-31

2 Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3 Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4 Employing Office Location Twin Cities, MN		5 Duty Station		6 OPM Certification No.	
7 Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8 Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests				9 Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10 Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)				11 Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12 Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Social Sensitive		13 Competitive Level Code	
14 Agency Use									

15 Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Secretary (Office Automation)	GS	318	4	JTW	4/27/92
e. Recommended by Supervisor or Initiating Office	Secretary (Office Automation)	GS	318	4		

16 Organizational Title of Position (if different from official title)

17 Name of Employee (if vacant, specify)

18 Department, Agency or Establishment Department of Interior		c Third Subdivision
a First Subdivision U.S. Fish and Wildlife Service	d Fourth Subdivision	
b Second Subdivision Region 3	e Fifth Subdivision	

Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20 Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature	Date	Signature	Date
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21 Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22 Position Classification Standards Used in Classifying/Grading Position

STANDARD POSITION DESCRIPTION R3-31
Position Classification Standard for GS-318
TS-34, dated 1/79

Typed Name and Title of Official Taking Action

J.T. WESTBERG
Personnel Management Specialist

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature	Date									
	4/27/92									
23 Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

Remarks

Full Performance Level: _____

Personnel Folder Copy _____
Supervisor's Copy _____
Employee's Copy _____
Classification Copy _____

25 Description of Major Duties and Responsibilities (See Attached)

Introduction

Incumbent serves as the principal secretary for the project leader by carrying out and coordinating all the clerical and day-to-day administrative support activities which are typically required to accomplish the work of that office. As such, the incumbent is required to perform the following duties:

Major Duties:

- Prepares correspondence, reports, technical papers, manuals, tabulated data, and documents in final form from rough drafts. Uses word processing and related equipment or automatic typewriters. Ensures correct punctuation, capitalization, spelling, grammar and conformance to style. Proof reads completed work for accuracy.
- Receives incoming correspondence, screening material prior to distribution for suspense dates, establishing controls, and following up for supervisor.
- Receives and files correspondence, records and reports. Maintains file plans and checks subordinate unit files for proper disposition. Receives and files changes to regulatory publications.
- Receives visitors, answers visitor questions and telephone inquiries on routine matters. Refers inquiries of a more technical and specialized matter to a higher level staff member.
- Performs routine clerical duties as assigned such as time and attendance reports, personnel forms, travel vouchers, and routine bookkeeping and bill paying functions.
- Schedules appointments and makes arrangements for time, participants and location of meetings in accordance with instructions from the supervisor.

Factors:

1. Knowledge Required by the Position:

- Skill in operating an electronic typewriter, word processor, or microcomputer using a standard typewriter style keyboard with additional function keys, to produce work accurately and efficiently. Also, skill in operating related equipment, such as printers and modems, as required. Qualified typist required.
- Knowledge of the organizational functions and procedures of the office to perform such duties as distribute and control mail, refer phone calls and visitors, and provide general, non-technical information.
- Knowledge of the office filing system and various references and handbooks commonly used by the staff in order to perform a variety of routine office procedures.

- Knowledge of correct grammar, spelling, punctuation, capitalization and government correspondence procedures to type correspondence and reports in final form.

Work Situation A

The division is of limited organizational complexity and may be divided into subordinate units. The supervisor directs the staff primarily through face-to-face meetings. Internal procedures and administrative controls are simple and informal.

2. Supervisory Controls:

The supervisor provides assignments, generally indicating what is to be done, quantity expected, deadlines, and priorities. Additional instructions are provided for new, difficult or unusual assignments. Employee uses initiative to perform independently recurring office work. Work is performed as it arrives, or in accordance with established priorities and instructions. Only problems and unfamiliar situations not covered by instructions are referred to supervisor. The supervisor assures that finished work is accurate and in compliance with instructions and established procedures.

3. Guidelines:

Procedures such as those for format, preparation of correspondence and supplemental material, and distribution of copies have been established. Specific guidelines are available in the form of dictionaries, manuals, unit policies and publications, etc. Incumbent uses judgment in locating, selecting and applying appropriate guidelines. Situations involving significant deviations from guidelines are referred to supervisor.

4. Complexity:

The clerical duties performed include the full range of procedural duties in support of the office. Decisions regarding what needs to be done generally involve choices among established alternatives. Actions to be taken and responses to be made primarily concern differences in factual situations and awareness of functional specialties of the staff members. In typing, difficult spacing and tabulation arrangements occur. Filing duties involve searching for in file and out of file material sometimes based on incomplete identifying information.

5. Scope and Effect:

The purpose of the work is to provide clerical support for the office and to carry out specific procedures. The work affects the accuracy and reliability of further processes.

6. Personal Contacts:

Contacts are with co-workers, telephone inquirers, workers in related support units, and visitors.

7. Purpose of Contacts:

The incumbent plans and coordinates the work of the office. This includes contacts for purposes such as clarifying or exchanging information, scheduling and arranging meetings, making travel arrangements, providing other employees with guidance and help on applicable procedures, and providing information to visitors.

8. Physical Demands:

The work is sedentary. There is some standing, walking, bending and occasionally work is performed in a crouched or confined position.

9. Work Environment:

The work is performed in an office setting. The work area has adequate light, heat and ventilation.

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. The incumbent is required to obtain and properly wear uniform components within Class _____ and _____.